

CALIFORNIA STATE EMPLOYEES' CHARITABLE CAMPAIGN 2000 PRINCIPAL COMBINED FUND DRIVE APPLICATION

California Government Code section 13923 and Title 2, California Code of Regulations, section 663, govern the solicitation of State officers and employees for charitable purposes and allow for payroll deductions related to the solicitation. State officers and employees may be solicited only by a State Board of Control (Board) approved Principal Combined Fund Drive (PCFD).

FORM INSTRUCTIONS

Complete Sections I, II, III, IV, V, and VIII, and then return the **originals** to the Board.
Facsimile or photocopied applications will not be accepted.

Pursuant to the legal authority cited above, the following organization hereby applies to the Board to serve as a PCFD in a specific area during the 2000 California State Employees' Charitable Campaign (Campaign):

- I. ORGANIZATION NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
E-MAIL ADDRESS: _____
TELEPHONE NUMBER: (____) _____
PRIMARY CONTACT PERSON NAME: _____
PRIMARY CONTACT PERSON TITLE: _____
- II. The geographic boundaries of the area(s) to be included in the PCFD are:

- III. A. Specify the number of affiliated member beneficiaries (Affiliates) that would financially benefit from your effort as a PCFD during the 2000 Campaign: _____
B. Attach a complete alphabetical listing of your affiliates that have applied for participation in the 2000 Campaign.
C. Attach to this application a completed certification form (SBOC- ADM-4005) for **each** of your affiliates that would financially benefit from your effort as a PCFD during the 2000 Campaign. **Each certification form must contain an original signature of each affiliate's authorized officer.** Please ensure that the number of forms submitted with your application agrees with the number specified in Item A above.
- IV. Specify the total dollar amount your agency collected in the area(s) identified in Section II above during all completed fund drives in the past year: \$ _____

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- V. Specify below the proposed fee, **as a percentage of contributions received**, to be charged to affiliates and nonaffiliated beneficiaries (nonaffiliates) for reimbursement of PCFD fund-raising and administrative expenses:

| AFFILIATES | | NONAFFILIATES | |
|----------------|---|----------------|---|
| Fund-raising | % | Fund-raising | % |
| Administration | % | Administration | % |
| TOTAL | % | TOTAL | % |

- VI. Upon approval of this application by the Board, **we agree** to do all of the following as a PCFD agency in the 2000 Campaign:
- Transmit contributions, as designated by any State officer or employee, to any charitable organization qualified as "exempt" under both Section 23701(d) of the California Revenue and Taxation Code and Section 501(c)(3) of the United States Internal Revenue Code of 1954, after deducting a fee for reimbursement of PCFD fund-raising and administrative expenses at a Board-approved percentage rate.
 - Provide all State officers and employees in the PCFD area with a payroll authorization form and all of the following:
 - A list of the nonaffiliates that were approved for Campaign participation in the PCFD area;
 - Information regarding the purpose of the Board-approved fee that is charged to affiliates and nonaffiliates for reimbursement of PCFD fund-raising and administrative expenses; and
 - A form on which the officer or employee may designate that contributions be directed to specific affiliates or nonaffiliates. The form must be in triplicate, with one copy intended for (a) the officer or employee, (b) the beneficiary designated by the officer or employee, and (c) the PCFD agency.
 - Pay the State of California's cost of establishing charitable-related payroll deductions and remitting the proceeds, as determined by the State Controller.
- VII. **We agree** that, in consideration for and as a condition of the State Controller withholding and transmitting payroll deductions, as authorized by California Government Code Section 1151(f), we shall hold harmless the State of California, including but not limited to its officers and employees, from any liability that may result from making, canceling, or changing any requested payroll deductions.
- VIII. **We certify under penalty of perjury:**
- That we are currently a charitable organization qualified as "exempt" under Section 23701d of the Revenue and Taxation Code **and** paragraph (3) of subsection (c) of Section 501 of the Internal Revenue Code of 1954; and
 - That we are in compliance with the provisions of the California Fair Employment and Housing Act, Part 2.8 (commencing with Section 12900).

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 Organization Name (as indicated on page 1)

 Original Signature of Authorized Officer

 Date

 Typed or Printed Name

 Title

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